



**THE
ENTERPRISE
CENTRE**

PowerPoint 2007 Level 2

1 Day

Workshop Goal

This **one day** hands-on workshop will familiarize participants with the advanced features using Microsoft PowerPoint 2007 to create a slideshow with all of the bells and whistles. During this workshop you will be working with movies and music, customizing backgrounds, photo albums and animation.

Topic Outline

- Creating Basic Charts
- Using Tables
- Using SmartArt
- Inserting a Photo Album
- Customizing Presentations
- Applying Special Effects
- Setting up the Slide Show
- Presenting to a Wider Audience
- Editing Presentation Masters
- Editing Notes and Handout Masters
- Creating Custom Charts
- Editing Charts
- Exporting Outlines and Slides

Recommended Prior Learning

Completion of **PowerPoint Level 1** workshop or equivalent knowledge.